

## AAC BCW IN/ES PROCESS

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**BCW Applications received**

**Clerical downloads BCW:** Registers applications and places applications in folders with a blank appointment letter.

**AS assigns BCW applications to an EW to determine IN/ES and case disposition.**

**EW screens ALL BCWs for IN/ES.**

**Eligible: Approves ES**

EW attempts to contact client by phone/Email for interview appointment if unable to make contact, appointment letter will be sent to client within appropriate time frame and enters case comment to reflect action.

**NOT Eligible:**

**Denies ES** and runs EDBC, authorize IN/ES denial in CalWIN.

EW attempts to contact client by phone /Email for interview appointment if unable to make contact, appointment letter will be sent to client within appropriate time frame and enters case comment to reflect action.

(ES) Expedited Services  
(IN) Immediate Need  
(EW) Eligibility Worker  
(AS) Application Support